

## **ABOUT YOUR EMPLOYEE DEVELOPMENT PLAN (EDP)**

**GENERAL:** This document is a plan for developing required skills and knowledge to carry out the NRCS mission and meet employee's assigned duties. All three phases must be edited to meet the position and employee needs.

### **RESPONSIBILITIES:**

#### **SUPERVISORS:**

Supervisors are responsible to prepare an EDP for each employee supervised. New employees must have their EDP developed in the first pay period of reporting to duty.

- File the 'official' EDP copy in the NRCS files under 'Personnel'. This 'official' copy must be accessible to the employee for training documentation.
- Supervisors must insure 'appropriateness' of training scheduled or received. Training must meet the objective of developing skills and knowledge of the employee for the current position occupied.
  1. There should be an obvious link between NRCS strategic plans, workload, and main duties of the employee.
- Supervisors should work as a team with the employee and their mentor to carry out training needs as feasible as possible.

#### **EMPLOYEE/TRAINEE:**

- Employee should take a proactive role in seeking needed training. 'Develop your potential.'
- Insure that training received is documented in your EDP.
- Request EDP reviews on a regular basis from your supervisor.
  1. First year of employment requires quarterly reviews.
  2. Thereafter, semi-annual reviews are required.

**ATTACHMENTS:** There are several 'side' tools currently in use that may continue to be used at the supervisors' discretion. Training plans, evaluation forms, and two tools in CAMS – career plan and training history, might be attached to the EDP. However, none of these replace the EDP! Copies of Engineering and Ecological Practices Job Approval authorities might be helpful.

## **DESCRIPTION OF PHASES**

**PHASE 1 – ORIENTATION:** This section is designed to capture the 'basic' subjects and track proficiency. The subjects listed are important to learn who NRCS is, our customers, employee benefits, programs, and responsibilities. Several administrative subjects are included and may be edited as appropriate.

*NOTE: Phase 1 and 2 will run concurrently.*

**PHASE 2 – TECHNICAL:** This section is designed to capture technical training needed and track proficiency. Certification dates are included to remind of renewal dates. The practices listed in this phase should at minimum reflect the local common practices of current duty station.

**PHASE 3 – CAREER/TRAINER:** This section is designed for experienced employees. Would assume that phase 1 items are all proficient. Most, if not all technical subjects would be proficient. Depending on the position, however, additional training may be needed for career development in their current position. This section could also capture those areas where the employee could serve as a trainer.

## **EDP FORM INSTRUCTIONS**

**RESPONSIBLE:** Show Name. Supervisor is ultimately responsible in all training needs, although many subjects may be delegated. Coordination with mentors is encouraged to seek good trainers in the many disciplines.

**INTRODUCTION TARGET DATE:** Show Date. This applies most to new employees. Establishing target dates is intended to encourage the training process to happen!

**INTRODUCTION:** Indicate when the employee has been introduced to the subject.

**BASIC UNDERSTANDING:** More than introduced but will need more instruction or experience to reach the next level.

**WORKING KNOWLEDGE:** Full understanding and use of the knowledge or skill.

**PROFICIENT:** Can train others.

## **MENTORS**

*A list of mentors available will be provided.*

### **ROLE OF MENTORS:**

- Guide and facilitate training and career development, coordinated with supervisor.
  1. Answer questions, link interests, arrange training, etc.
- Initiate contact at least once a month with supervisor and employee.
- Provide career counseling, as necessary, that is not a component of the performance appraisal cycle.
- Administer and interpret self-awareness assessments of interest, personality profiles, values, and skills.
- Be located outside of duty location of supervisor and employee.